

# POWERTRACK



**SDDC CONFERENCE - USMC TACK-ON**  
**01 MAY 06**

*Mr. Roderick  
Callewaert  
LPD-2/IBM*



# ***AGENDA***

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- PowerTrack
- Auto CONOPS
- FedEx Credits
- Missing Transactions
- Small Package Express
- Data Analysis Report
- PSI Certification
- Personal Property Issues
- System Helpdesk POCs
- HQMC POCs



# ***POWERTRACK***

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- Commercial, third party freight payment system based on the credit card concept
- Directed for use by MRM#15 in 1997
  - 5 Themes of MRM#15
    - Use an e-commerce solution
    - Adapt a credit card-like solution (3<sup>rd</sup> party payment process)
    - Eliminate govt-unique documentation
    - Build in internal financial controls
    - Provide a single, standard payment sys across all modes of trans.
- Currently being used by MC, Army, AF, Navy, DLA, DCMA, and GSA



# ***POWERTRACK***

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- Current Marine Corps  
PowerTrack/Auto CONOPS Sites:
  - Blount Island Command
  - MAGTF 29 Palms
  - MARFORRES
  - MCAF Quantico
  - MCAS Beaufort
  - MCAS Miramar
  - MCAS Yuma
  - MCBH Kaneohe Bay
  - MC Base Camp Butler
  - MCB Camp Pendleton
  - MCB Camp Lejeune
  - MCB Quantico



# ***AUTO CONOPS***

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- Auto CONOPS (Automated Commercial Transportation Payment and Accounting Process Concept of Operations)
- Automates financial back-end processing
- Embodies latest e-commerce technology
- The Auto CONOPS:
  - Eliminates government-unique documentation
  - Reduces cost and infrastructure
  - Automates the payment and accounting process by using:
    - Segmented, pre-edited lines of accounting (LOAs)



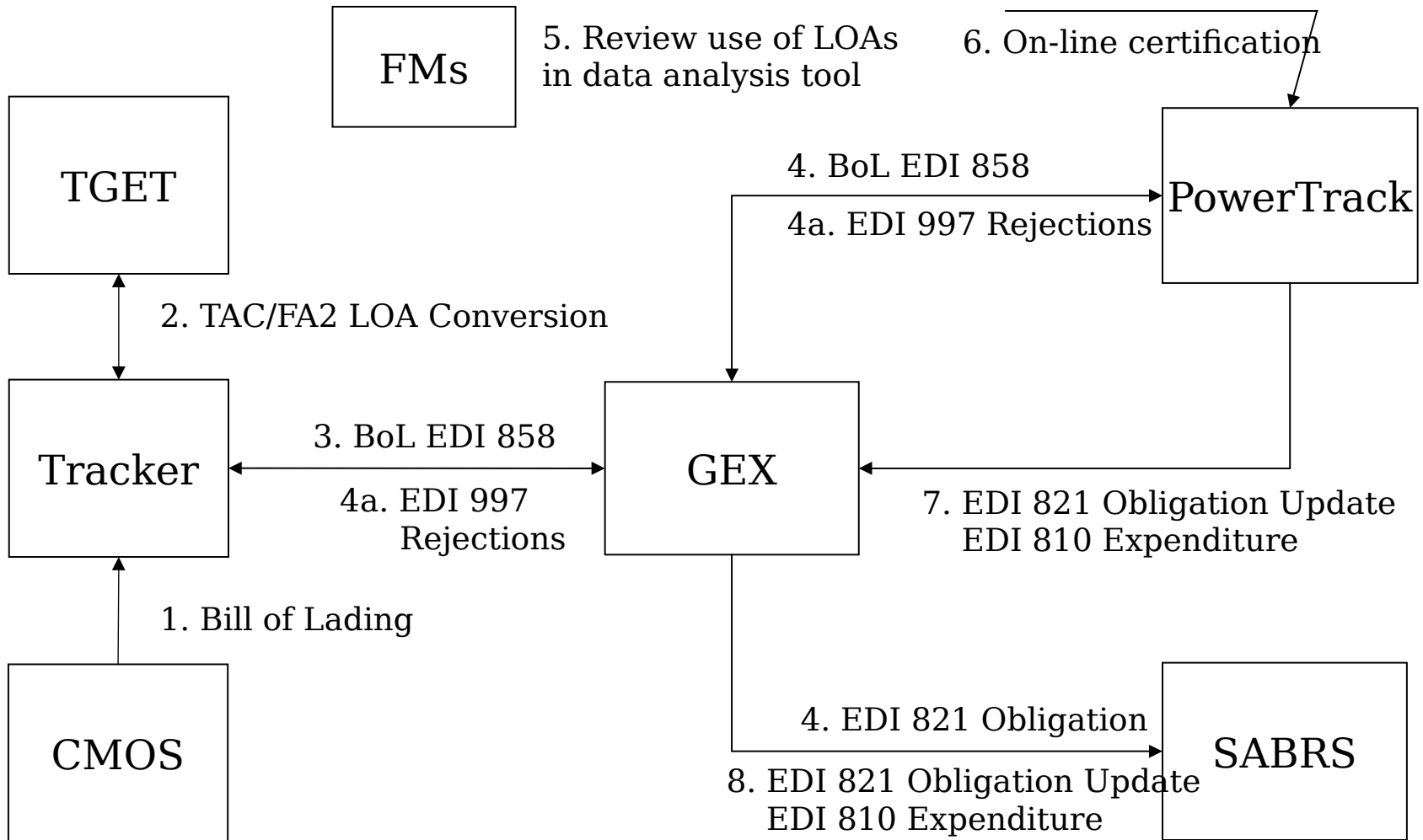
# ***AUTO CONOPS***

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- Increase invoicing efficiency
- Reduce manual workload throughout the entire process
- Comply with financial law, regulations, and policy
  - Use TGET (Transportation Global Edit Table) to validate segmented LOAs
  - Record obligations at time of occurrence via EDI feeds
- Integrate financial and operational systems



# ***AUTO CONOPS FLOWCHART (MC)***





# ***AUTO CONOPS (MC)***

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- Rolled out to 2 additional MC sites in FY05 (MCB Kaneohe Bay, MCB Camp Butler)
  - Pending Evaluation of MCAS Iwakuni, MCRD San Diego, and MCRD P.I. during FY06 (for PT/Auto CONOPS)
- PowerTrack Summary Invoice (PSI) Certification Process
  - Requires both manual and online certifications for the manual and electronic portions of the PSI
  - Must use the PSI Line Item Detail to research charges for certification
- New USMC Chart of Accounts (COA) for FY06 (all MC sites share)
  - Limitation of COA (Does not allow for same TAC to be associated to multiple LOAs).





# ***AUTO CONOPS (Others)***

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- Pilot sites for Army Rock Island and Navy Norfolk began in FY05 (Additional sites expected to be rolled out from each service in FY06)
- Impact to USMC on Army and Navy Sites being rolled out in FY06
  - Additional USMC LOAs will be paid electronically at DFAS
  - Additional Army and Navy LOAs will be processed electronically with segmented LOAs for USMC PowerTrack Accounts
- Air Force testing is expected to begin in FY06
- DLA has requested to be rolled out after other services have completed implementation



# ***FEDEx CREDITS***

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- Issue: FedEx does not process e-bill credits (refunds) in PowerTrack
- Result: FedEx is mailing refund checks directly to the USMC TMO's office
- HQMC Response: To ensure these refund checks are processed and credited to the correct Line of Accounting (LOA) and Transportation Accounting Code (TAC) the following steps should be followed by the TMO
- Download and complete the DD Form 2277 below
  - Website for NAVCOMPT Form 2277 :  
[http://www.hqmc.usmc.mil/ar/mcefs.nsf/b5a536623154e656852568000051e863/7f030b136173305585256319005c3103/\\$FILE/NAVCOMPT+2277.pdf#search='NAVCOMPT%20Form%202277](http://www.hqmc.usmc.mil/ar/mcefs.nsf/b5a536623154e656852568000051e863/7f030b136173305585256319005c3103/$FILE/NAVCOMPT+2277.pdf#search='NAVCOMPT%20Form%202277)
  - Remember to include the appropriate TAC that should be credited for the FedEx refund



# ***FEDEX CREDITS***

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- Mail the completed NAVCOMPT Form 2277 and the check to:  
Defense Finance and Accounting Service  
Kansas City Center/ATKL  
1500 E. 95th Street  
Kansas City, Missouri 64197-0001



# ***MISSING TRANSACTIONS***

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When it is suspected that transactions are missing from PowerTrack, the following steps must be taken by the local system administrator:

1. Verify that a valid BoL has been issued by your office
2. Identify date/time the BoL passed outgoing messages to DAASC in CMOS
3. Go to <https://tracker.wpafb.af.mil/>
4. Insert BoL number into Logistics Data Query screen (No frames)



# ***MISSING TRANSACTIONS***

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## 5. View display results: (example)

- CBL Number: BGMT300147
- TCN: M304003080FE01XXX
- Date/Time Received: Apr 29 16:39 (in Tracker)
- Date/Time Passed: Apr 30 14:15 (to PowerTrack from Tracker)
- DAAS File Name: XWP0161484.119.1.20030429142002
- ICC Number: 002574279
- TAC: Local Funds
- Bill To DODAAC: M93025



# ***MISSING TRANSACTIONS***

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6. For entries in the date/time received and passed fields and the DAAS filename:

- Tracker has received, processed and transmitted the BoL to PowerTrack on the date/time indicated using the DAAS filename
- Contact US Bank Helpdesk to obtain confirmation of upload into PowerTrack database by providing them the Interchange Control Number(s) (ICC#) of the file(s) that these CBLs were in, the date the file was sent, and whether or not you received an EDI 997 (rejection notice) acknowledgement from PowerTrack



# ***MISSING TRANSACTIONS***

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7. If there are no entries in the date/time passed and DAAS filename fields, Tracker has received the transaction, but not yet transmitted the BoL
  - Contact Tracker at number shown on website to report problem
  
8. If there are no entries in the date/time received and passed and DAAS filename fields, then Tracker has not received the BoL
  - Contact the CMOS FAB to report a missing transaction
  
9. If the above procedures do not resolve the missing transaction issue, contact LPD-2, HQMC (703-695-7930, DSN 225-7930) for assistance.



# ***SMALL PACKAGE EXPRESS***

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- Carrier Invoicing Model
  - MCB Camp Pendleton is inputting shipment information into FedEx PowerShip to receive electronic invoices that load into PowerTrack
- E-bill Invoicing
  - FedEx transactions that are not loaded into PowerTrack by the carrier or are not loaded correctly can be processed by generating an e-bill within PowerTrack
  - MC Base Camp Butler, for example, has denied payment for FedEx transactions and has paid these bills by manually inputting the correct shipment information using information from the paper invoice





# ***SMALL PACKAGE EXPRESS***

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- CMOS/ I2P
  - Air force has completed implementation of I2P, which permits processing of small parcel shipping documentation and feeding buyer-side data to PowerTrack to facilitate use of the Matching Model
  - MCAS Beaufort, MCAS Yuma, and MCB Lejeune are currently using I2P to generate shipping documentation, but they are still using the E-bill Invoicing Model for payment
  - Due to high volumes and I2P processing time, MCB Lejeune is considering reverting back to FedEx PowerShip and using the Carrier Invoicing Model
  - MCB Camp Pendleton is considering testing I2P for generating shipping documentation for UPS small parcel shipments and using the Matching Model
- FedEx PowerShip Version 2285
  - Permits processing of both express and ground shipments
  - Has three shipper reference fields (1) used for TCN (2) used for TAC (3) available for other information
  - In the Carrier Invoicing Model, the TAC is populated in the short-hand alias field in PowerTrack



# ***DATA ANALYSIS REPORT***

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- The Data Analysis tool allows the user to search all transactions in PowerTrack based on a TAC
  - Funds Managers and others use the canned queries to research paid transactions in PowerTrack
- Data Analysis supports the following responsibilities for the funds manager:
  - Review use of Accounting Codes/TACs in PowerTrack using the Data Analysis Report
  - Contact TOs to have them change invalid or inappropriately used Accounting Codes/TACs by creating BoL updates
  - Record year-end accruals using PowerTrack Data Analysis Report
  - Obligating Pre-Val failures (No exceptions)
    - If incorrect TAC charged, take corrective action “charge must be posted immediately...” (This is one of those missed opportunities of not reviewing charges against your TACs regularly)



# DATA ANALYSIS REPORT

The Data Analysis Report allows users to search on the Shorthand Alias field which contains USMC TACs.

1) Select the Reports tab from the top menu of the PowerTrack Main Menu.

2) To enter the Data Analysis Tool Select "Data Analysis" from the list of available Reports

The screenshot displays the PowerTrack website interface. At the top, there is a navigation bar with the following links: Transactions, Statements, Reports, Configuration, Navigation, and Log Out. The 'Reports' tab is currently selected. Below the navigation bar, there is a left sidebar with a table of contents including: Home, About PowerTrack (Patent Info, Conferences, FAQ, Privacy Pledge), Business Partners (Seller Directory, Certified Seller List, Seller Certification, DoD Shipping Sites), Training Opportunities (Transportation Training, International Training), Quick Reference Guides (Goods and Services Guides, Transportation Guides), and Contact Information (Contact PowerTrack). The main content area features a 'New Password Request' section, a 'Data Analysis' section, and a 'New and Improved' section. The 'Data Analysis' section is highlighted, showing a list of reports: Approval Method for Transportation, Approval Performance, Data Analysis, Expense Distribution, eBill Monitor, LifeCycle Statistics for Buyer, LifeCycle Statistics for Seller, Payment Delays, and Unmatched Transactions. The 'New and Improved' section contains a paragraph about enhancements to the seller statement and a list of improvements: Information is now displayed on your screen much faster, A new printer-friendly option supports portrait printing, and Statement information can be displayed with or without full transaction detail. A link 'Click here' is provided to read about all of the seller statement enhancements. The 'PowerTrack News' section at the bottom features a date 'Nov. 15, 2005' and a paragraph about maintaining the privacy and security of user data, with a link 'Click here' to find out more. On the right side of the page, there is a banner for the '2006 U.S. Bank FSC ORLANDO, FLORIDA JAN. 31 - FEB. 2, 2006' with the website 'www.usbankconference.com' and the slogan 'Working together is Success' - Henry Ford.

**PowerTrack**

Transactions Statements **Reports** Configuration Navigation Log Out

**Home**

**About PowerTrack**

Patent Info  
Conferences  
FAQ  
Privacy Pledge

**Business Partners**

Seller Directory  
Certified Seller List  
Seller Certification  
DoD Shipping Sites

**Training Opportunities**

Transportation Training  
International Training

**Quick Reference Guides**

Goods and Services Guides  
Transportation Guides

**Contact Information**

Contact PowerTrack

**New Password Request**

At PowerTrack, maintaining the privacy and security of your data is our top priority. To ensure that your data remains secure and private, we are implementing additional requirements for PowerTrack passwords. [Click here](#) to find out more.

**Data Analysis**

Approval Method for Transportation  
Approval Performance  
**Data Analysis**  
Expense Distribution  
eBill Monitor  
LifeCycle Statistics for Buyer  
LifeCycle Statistics for Seller  
Payment Delays  
Unmatched Transactions

**New and Improved**

PowerTrack is pleased to announce enhancements to the seller statement! The enhancements will improve readability, load-time speeds, and overall performance.

Just a few of the seller statement improvements are listed below:

- Information is now displayed on your screen much faster.
- A new printer-friendly option supports portrait printing.
- Statement information can be displayed with or without full transaction detail.

[Click here](#) read about all of the seller statement enhancements.

**PowerTrack News**

**Nov. 15, 2005** – At PowerTrack, maintaining the privacy and security of your data is our top priority. To ensure that your data remains secure and private, we are implementing additional requirements for PowerTrack passwords. [Click here](#) to find out more.

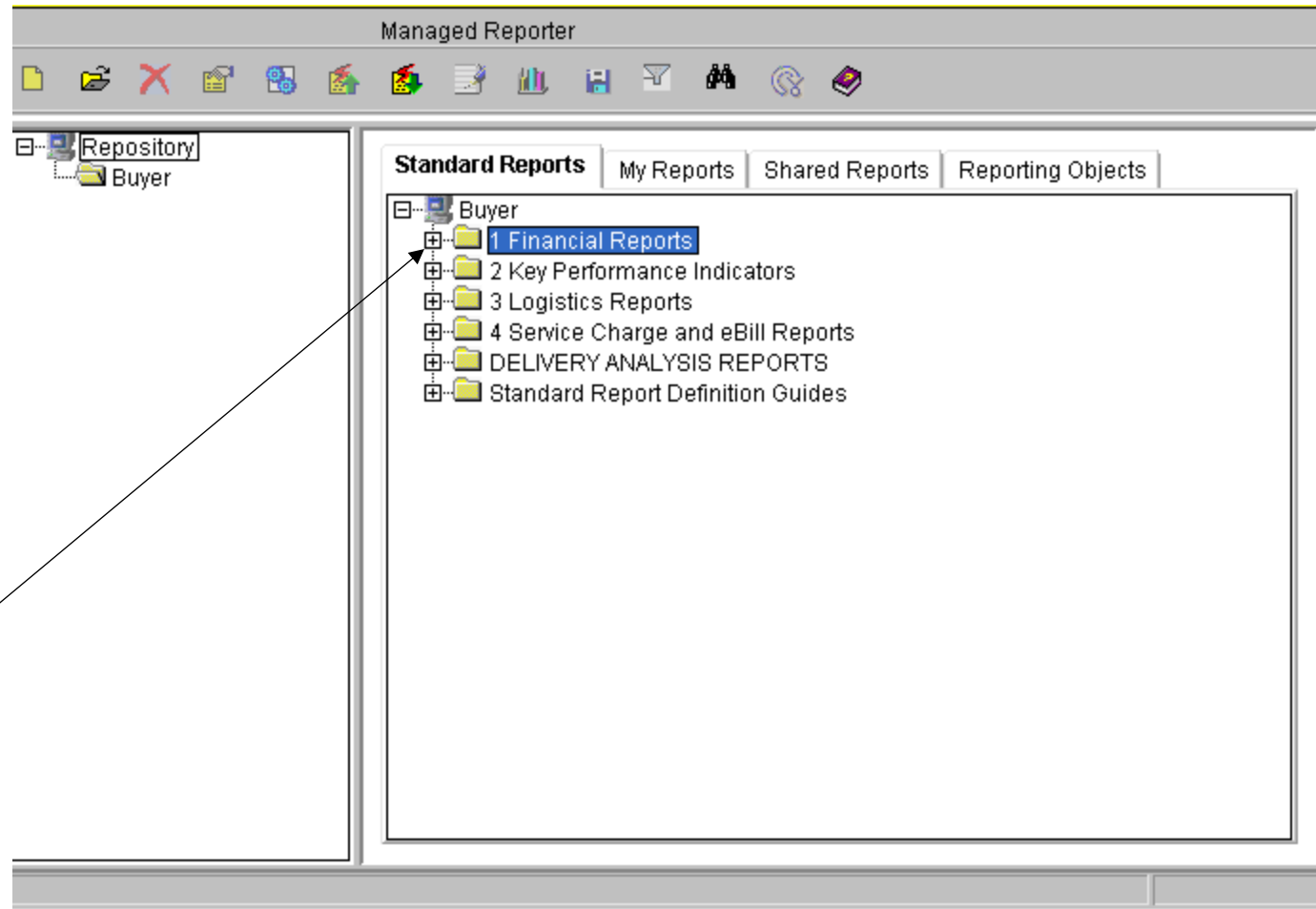
**2006 U.S. Bank FSC ORLANDO, FLORIDA JAN. 31 - FEB. 2, 2006**  
[www.usbankconference.com](http://www.usbankconference.com)  
"Working together is Success" - Henry Ford



# ***DATA ANALYSIS REPORT***

**A list of Canned Reports is provided and available for use to the TMO. To view a report on a specific USMC TAC used from different shippers, the TMO will select the "Financial Reports" folder.**

**3) Double Click on the "Financial Reports" folder.**





# ***DATA ANALYSIS REPORT***

## **4) Select the Financial Report “1.1.2 Accounting Code Paid Detail”**

**To Ensure that the Report does not time out in PowerTrack it is recommended that the user run the report as**

**5a) Select “Run Deferred” to run the report as**

**5b) To get the results immediately click “Run Report”. \*This option may time out in PowerTrack”**

The screenshot displays the PowerTrack software interface. At the top, a toolbar contains various icons, including a 'Run Deferred' button highlighted in yellow. Below the toolbar, a tree view on the left shows a hierarchy starting with 'Repository' and 'Buyer'. The main pane on the right, titled 'Standard Reports', shows a list of reports under the 'Buyer' folder. The report '1.1.2 Accounting Code Paid Detail' is selected and highlighted in blue. Arrows from the text boxes on the left point to the 'Run Deferred' button and the selected report in the tree view. At the bottom right, a logo indicates the software is 'powered by WebFOCUS'.



# ***DATA ANALYSIS REPORT***

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**6a&b) Enter the desired search criteria into the empty cells. "MGR3" is used in this example**

**7a&b) Click the "Submit" button**

Seller Paid Date >= (in YYYYMMDD format):	<input type="text" value="20051001"/>
Seller Paid Date < (in YYYYMMDD format):	<input type="text" value="20060110"/>
Accounting Code Contains(optional):	<input type="text" value="MGR3"/>
Output Format:	<input type="text" value="EXL2K"/> ▼
<input type="button" value="Submit"/>	
<input type="button" value="Reset"/>	



# ***DATA ANALYSIS REPORT***

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**The following page is displayed to indicate the report has been submitted.**

**8a) Close this window and follow the remaining steps to find the report.**

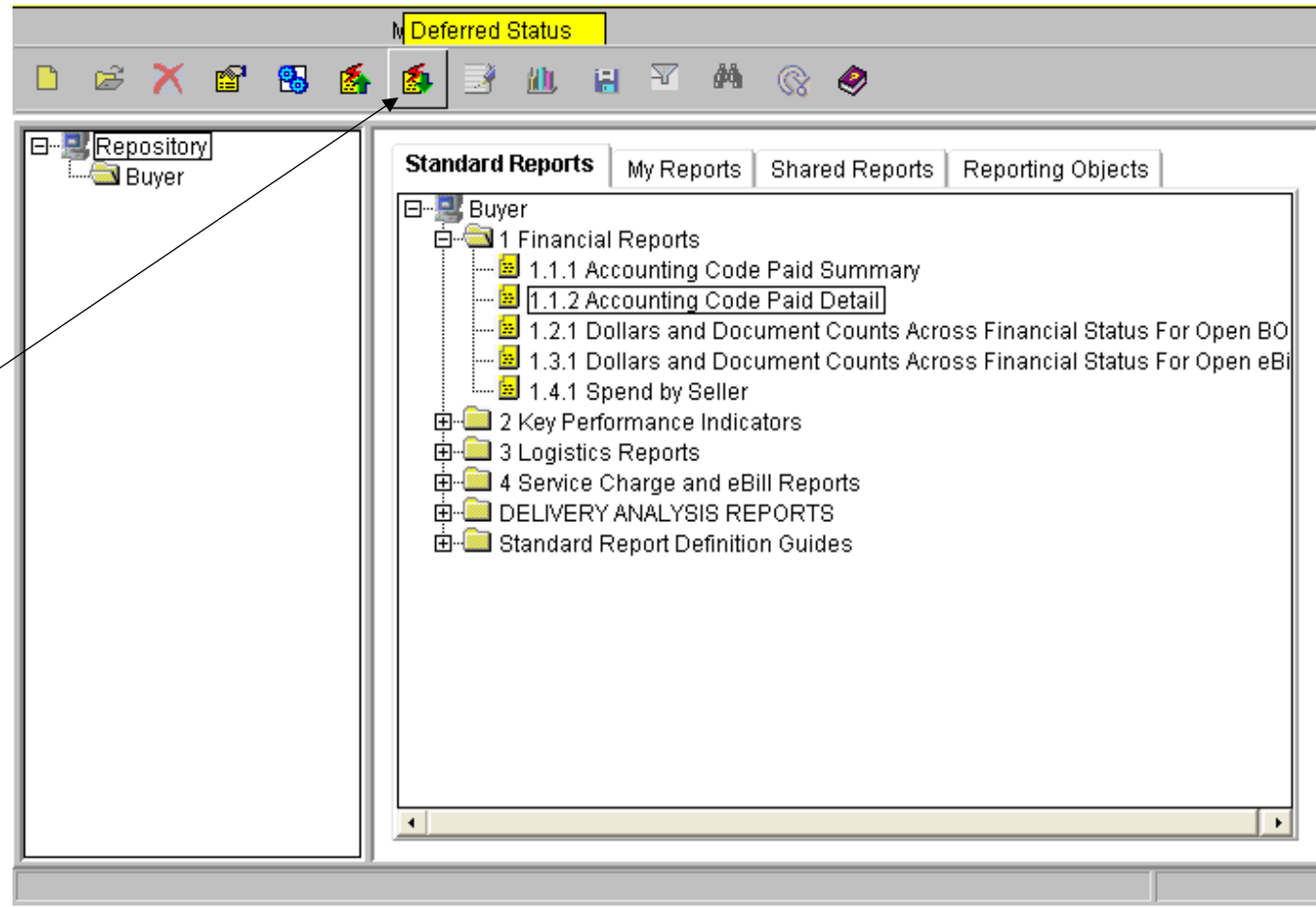
 WebFOCUS <sup>®</sup>	Deferred Report Notification	Information Builders <sup>®</sup>
Wednesday, January 11, 2006 1:44:48 PM		
1.1.2 Accounting Code Paid Detail has been successfully submitted for deferred execution.		



# ***DATA ANALYSIS REPORT***

**9a) To view the status of the report log back into the Data Analysis Report.**

**10a) Select "Deferred Status"**









# ***DATA ANALYSIS REPORT***

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**11a) The TMO  
selects his or  
report by clicking  
“View”.**

 **Deferred Report Status as of Wednesday, January 11, 2006 1:47:16 PM**

Information Builders.

Refresh 

Help

Refresh every  seconds. (min. 5 seconds) Enable Refresh: ☐

Completed

Date/Time Submitted	Domains	Description	Options
Wednesday, January 11, 2006 1:44:48 PM	Buyer	1.1.2 Accounting Code Paid Detail	<div>Delete View Save Parameters</div>



# DATA ANALYSIS REPORT

The Data Analysis Report results are displayed in Excel Format.

12a & 8b)  
After viewing the results, the TMO can save the report by clicking on File Save as from the top left part of the screen.

1	Accounting Code Paid Detail Report						
2	BOLs and eBills Paid From 10/01/2005 Through Before 01/10/2006 - Run Date 01/11/06						
3	Accounting Code	Buyer Doc ID	Seller Doc ID	eBill Number	Carrier Code	Doc Type	Seller Pa
4	*****M0002705GB0MGR3***	P53352MMFAD25263R008MGR3	713898926406	P53352MMFAD25263R008MGR3	FDE	BOL	10/13/0
5	17**20052005*1106*27T0***00027**5CB4M GR32005***M00027*4*****2200***M00027 0	2168089	2168089	2168089	LDWY	BOL	10/11/0
6	17**20052005*1106*27T0***00027**5CB4M GR32005***M00027*4*****2200***M00027 0	8209313	8209313	8209313	LRGR	BOL	10/11/0
7	17**20052005*1106*27T0***00027**5CB4M GR32005***M00027*4*****2200***M00027 0	8209330	8209330	8209330	LRGR	BOL	10/11/0
8	17**20052005*1106*27T0***00027**5CB4M GR32005***M00027*4*****2200***M00027 0	CLMC501687	2564008	CLMC501687	MCET	BOL	10/04/0
9	17**20052005*1106*27T0***00027**5CB4M GR32005***M00027*4*****2200***M00027 0	CLMC501688	2563670	CLMC501688	MCET	BOL	10/04/0
10	17**20052005*1106*27T0***00027**5CB4M GR32005***M00027*4*****2200***M00027 0	CLMC501688	2563670	CLMC501688	MCET	BOL	10/04/0
11	17**20052005*1106*27T0***00027**5CB4M GR32005***M00027*4*****2200***M00027 0	CLMC501690	2569342	CLMC501690	MCET	BOL	10/11/0
12	17**20052005*1106*27T0***00027**5CB4M GR32005***M00027*4*****2200***M00027 0	CLMC501690	2569342	CLMC501690	MCET	BOL	10/11/0
13	17**20052005*1106*27T0***00027**5CB4M GR32005***M00027*4*****2200***M00027 0	CLMC501691	242816	CLMC501691	MCLK	BOL	10/11/0
Sheet1/							



# ***PSI CERTIFICATION***

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- PSI (PowerTrack Summary Invoice)
- Two step certification process
  1. Electronic Certification
  2. Manual Certification



# PSI CERT. PROCESS - ONLINE

## Online Certification

### Usage Instructions (1 - 10):

1. Login to  
PowerTrack

2. Select  
**Statements** menu  
item

3. Select **Summary  
Invoice** menu item

PowerTrack® The Smart Currency™ - Microsoft Internet Explorer provided by HQMC

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media History Mail Print Edit Discuss Research

Address <https://www.powertrack.usbank.com/powertrack/> Go Links »

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usbank. Transactions Contracts **Statements** Reports Configuration Navigation Log Out

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Seller Directory  
Certified Seller List  
Seller Certification  
DoD Shipping Sites  
**Training Opportunities**  
On-Demand Training  
Buyer Training  
Seller Training  
International Buyer  
International Seller  
HHG Training  
Quick Reference  
**Contact Information**  
Contact PowerTrack

**Summary Invoice**

### DoD Picks PowerTrack for Personal Property Moves

On February 3, 2005, the DoD mandated the use of PowerTrack for all personal property moves. Currently, 37 sites are using the PowerTrack Payment Network with more to be rolled out in the coming months.

"We are excited to welcome all the new transportation service providers onboard," said Richard G. Langer, General Manager for PowerTrack. "As the busy moving season begins, we are pleased to help improve the moving experience for military family members."

Download a copy of the [Federal Registry Notice](#).

### New Support for European Buyers and Sellers!

To serve you better, PowerTrack is pleased to announce that we opened a European customer service center offering bilingual support. Representatives are available Monday through Friday from 9:00 a.m. to 5:30 p.m. Central European Time (CET) to answer all of your questions about PowerTrack.

If you need assistance with PowerTrack when in Europe, contact the European customer service center by calling:

- In the UK: +00353.402.25733
- In Germany, Austria or the Netherlands: +800.3876.2669
- In Turkey: +800.4488.21125

For extended hours, you may continue to call PowerTrack Customer Service in the U.S. at +001.612.973.3170.

### FSC Registration Begins!

If you thought that the 2004 conference was good, just wait for our conference in San Diego. There's more of everything, more labs, more case studies, and yes, we are once again featuring the "Big Event"! To learn more, visit [www.usbankconference.com](http://www.usbankconference.com).

User: rcallewaert1 Internet



# ***PSI CERT. PROCESS - ONLINE***

**4.** The PowerTrack Account Number will populate automatically to the most current account selected based your user ID (if another account is desired – select the arrow in the drop down box to the right of the Account Number).

**5.** Click **'Submit'**

Links >> Address <https://www.powertrack.usbank.com/powertrack/>

**PowerTrack** The Smart Currency™  
**usbank.** Transactions Contracts Statements Reports Configuration Navigation Log Out

**Summary Invoice**

Account: 4246054000001621 - MARINE CORPS BA

Submit Cancel


User: jquinndod1



# PSI CERT. PROCESS - ONLINE

6. Select the Summary Invoice that requires certification (**"Approval Required"**) by clicking the Summary Invoice Number.

7. Click the detail button from the menu bar to view detail.

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### Summary Invoice List

Account: 4246054000001621 - MARINE CORPS BA  
Currency: USD - US Dollar

Back Jump Search **Detail** Edit Save Downlcn Print Refrest


Summary Invoice Number	Cycle Date	Availability Date	Status	Summary Invoice Amount	Payments	New Balance	Approver Name
			Open				
4246054000001621106D	October 15, 2004	October 16, 2004	Approval Required	52,387.85	80,145.40	52,296.82	
4246054000001621096D	September 15, 2004	September 16, 2004	Approval Final	80,145.40	16,253.74	80,054.37	Don Fitch
4246054000001621086B	August 16, 2004	August 17, 2004	Approval Final	16,253.74	39,711.36	16,162.71	Don Fitch
42460540000016210769	July 15, 2004	July 19, 2004	Approval Final	39,711.36	64,526.74	39,620.33	Don Fitch
4246054000001621066E	June 15, 2004	June 16, 2004	Approval Final	115,447.32	167,754.81	64,435.71	Don Fitch
42460540000016210564	May 17, 2004	May 18, 2004	Approval Final	66,015.29	6,251.49	116,743.20	Don Fitch
4246054000001621045C	April 15, 2004	April 16, 2004	Approval Final	57,070.43	19,336.53	56,979.40	Don Fitch
42460540000016210359	March 15, 2004	March 16, 2004	Approval Final	19,336.53	45,786.57	19,245.50	Don Fitch
42460540000016210258	February 16, 2004	February 17, 2004	Approval Final	45,786.57	35,662.62	45,695.54	Don Fitch
42460540000016210159	January 15, 2004	January 16, 2004	Approval Final	35,662.62	77,580.44	35,571.59	Don Fitch
42460540000016211259	December 15, 2003	December 16, 2003		47,295.28	0.00	77,489.41	
42460540000016211159	November 17, 2003	November 18, 2003		30,285.16	124,139.12	30,194.13	
42460540000016211058	October 15, 2003	October 16, 2003		60,500.13	0.00	124,048.09	


Download Line Item Detail Download Transaction Level Detail



# PSI CERT. PROCESS - ONLINE

**8.** The detail view will show both electronically and manually billed Accounting Codes.

 **PowerTrack** The Smart Currency™

 Transactions Contracts Statements Reports Configuration Navigation Log Out

New Balance: 52,296.82

Back Jump Search Detail Edit Save Downlcn Print Refrest

Summary by Accounting Code		
Electronically Billed Accounting Codes	Occurrences	Amount
17**20042004*1106*27A0***00027*M00027*3TRANSCBMCG9***M54050* 2200****M5405004CB4MCG9*AA*067443**2D*	13	2,458.18
17**20042004*1106*27A0***00264*M00264*3TRANSCBMCC3***M00264* 2200****M2040904CB4MCC3*AA*067443**2D*	6	1,231.35
17**20042004*1106*27A0***67353*M67353*3TRANSCBMCB7***M67353* 2200****M9300404CB4MCB7*AA*067443**2D*	10	4,329.92
17**20042004*1106*27A0***67353*M67353*3TRANSCBMCB7***M67353* *2200****M9300404CB4MCB7*AA*067443**2D*	1	72.37
17**20042004*1106*27M0***00264*M00264*3TRANSCBMCD5***M00264* 2200****M9303804CB4MCD5*AA*067443**2D*	6	660.36
17**20042004*1106*27M0***00264*M00264*3TRANSCBMCD6***M00264* 2200****M9543004CB4MCD6*AA*067443**2D*	5	134.53
17**20042004*1106*27T0***00027*M00027*02704CB4MFAK***000000*4* *2200****M0002704CB4MFAK*AA*067443**2D*	19	16,186.80
17**20042004*1106*27T0***00027*M00027*02704CB4MMT1***000000*4* *2200****M0002704CB4MMT1*AA*067443**2D*	1	4.75
17**20042004*1106*27T0***00027*M00027*PF004PF0MGKW***000000*4* *2200****M0002704CB4MGKW*AA*067443**2D*	56	14,202.98
	<b>117</b>	<b>39,281.22</b>

Manually Billed Accounting Codes	Occurrences	Amount
*****TextLOA*****/.....AQ AR,*AQAR	1	530.00
NP*****MFAK*MFAK	7	5,469.38



# PSI CERT. PROCESS - ONLINE

**9.** To certify the electronic portion of the Summary Invoice click the approve button at the bottom of the page.

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usbank. Transactions Statements Reports Configuration Navigation

Electronically Billed Subtotal

Accounting Code	Occurrences	Amount
S *****	114	\$8,318.31
S *****97X4930 5BE0 00160 34909 2221 D03KOD 2TRANSPN 033181*	85	\$11,132.96
S *****97X4930.5NR0 001 P562.01 2216 N JHH2 N03JHH256201MS S 033181*	2	\$128.32
S *****97X4930 5BE0 001 34918 2224 Y03JQD20 CONUS1 033181*	2	\$445.37
S *****97X4930 5BE0 001 34918 2224 Y03JQD20 CONUS1 033181*	505	\$22,096.75
S 11X8242.8LKT 000 01723 C 068892 2D 750006 TK0543J1457T**	5	\$401.62
S 97X4930 5BE0 001 34918 2224 Y03JQD20CONUS1 033181**	1490	\$73,971.09
S 97X4930 5BE0 00160 34909 2221 D03KOD2TRANSPN 033181**	11170	\$357,377.89
S 97X4930.5L50 033181**	1	\$693.81
S 97X4930.5NR0 001 P521.01 2216 N JHH2 N03JHH252101MS S033181**	34	\$10,495.49
S 97X4930.5NR0 001 P562.01 2216 N JHH2 N03JHH256201MS S 033181**	22	\$2,850.90
<b>Manually Billed Subtotal</b>	<b>13430</b>	<b>\$487,912.51</b>

**PowerTrack Fees**  
No Current Fees

**PowerTrack Payments**

Date	Description	Amount
June 27, 2008	PAYMENT RECEIVED - THANK	\$599,277.55
		<b>\$599,277.55</b>

Approve the PowerTrack Summary Invoice





# ***PSI CERT. PROCESS - ONLINE***

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The screenshot displays the PowerTrack web interface. At the top, the header includes the PowerTrack logo, the tagline "The Smart Currency™", the USbank logo, and a navigation menu with links for Transactions, Statements, Reports, Configuration, and Navigation. The main content area shows a "Summary Invoice Approval" dialog box. This dialog contains a paragraph explaining that the action will approve the PowerTrack Statement and lock-down accounting data. Below this is a text box with a certification statement: "As a Certifying Officer, I hereby certify that this Summary Invoice represents the amount due U.S. Bank for payment services rendered during the billing period ending July 15, 2003. I further certify that the amounts shown as being expensed to each expense account are accurate and correct. This certification applies to each transaction contained within the Summary Invoice, jointly and severally." Below the text box is a "Password Verification" dialog box. This second dialog asks the user to enter their password for verification, providing a text input field and "OK" and "Cancel" buttons. A blue arrow points from a yellow instruction box on the left to the password input field in the Password Verification dialog.

**PowerTrack** The Smart Currency™  
USbank Transactions Statements Reports Configuration Navigation

**Summary Invoice Approval**

This action will approve the PowerTrack Statement, and will lock-down the accounting data on all transactions identified on this statement. Please review the following approval declaration, and select the appropriate option below.

As a Certifying Officer, I hereby certify that this Summary Invoice represents the amount due U.S. Bank for payment services rendered during the billing period ending July 15, 2003. I further certify that the amounts shown as being expensed to each expense account are accurate and correct. This certification applies to each transaction contained within the Summary Invoice, jointly and severally.

**Password Verification**  
Please enter your password for verification:

OK Cancel

**10.** Enter password and click "OK" to approve the Summary Invoice.



# PSI CERT. PROCESS - ONLINE

Once certified the Summary Invoice will include this box at the bottom of the page with approver name, user ID, and date.

**PowerTrack** The Smart Currency™  
usbank. Transactions Contracts Statements Reports Configuration Navigation Log Out

17\*\*\*20042004\*1106\*2710\*\*\*00027\*\*M00027\*\*PF004PF0MGKV\*\*\*000000\*2  
\*2200\*\*\*\*M0002704CB4MGKV\*AA\*067443\*\*2D\*

Back Jump Search Detail Edit Save Downl Print Refrest

Manually Billed Accounting Codes	Occurrences	Amount
**XXXXXXXX*4930*NH3S***77777*N65236*BFY2004N86FG***000000*Q** 00***N6523604GBLN86F*AA*065236**2F**N86F/97,,XXXXXXXX,4930,NH- ,,77777,N65236,BFY2004N86FG,,,000000,0,,,,000,,,N6523604GBLN86F AA,065236,,2F,,N86F,*N86F NP*****AVDE/.....*	2	2,067.70
	1	1,715.00
	3	3,782.70

**PowerTrack Fees**  
No Current Fees

PowerTrack Payments		
Date	Description	Amount
August 30, 2004	PAYMENT RECEIVED - THANK	16,253.74
		16,253.74


As a Certifying Officer, I hereby certify that this Summary Invoice represents the amount due U.S. Bank for payment services rendered during the billing period ending September 15, 2004. I further certify that the amounts shown as being expensed to each expense account are accurate and correct. This certification applies to each transaction contained within the Summary Invoice, jointly and severally.

Signed: Approver Name User ID Date  
Don Fitch dfitch 9/17/2004 10:16 AM



# PSI CERT. PROCESS - ONLINE

View of Summary  
Invoices once  
certified with  
Certifying Officer  
name and date.

 **PowerTrack**  
The Smart Currency™

**usbank.** Transactions Contracts Statements Reports Configuration Navigation Log Out

### Summary Invoice List

Account: 424605400001621 - MARINE CORPS BA  
Currency: USD - US Dollar

Back Jump Search Detail Edit Save Downlc Print Refrest

Invoice	Cycle Date	Availability Date	Status	Summary Invoice Amount	Payments	New Balance	Approver Name	Approval Date
			Open					
21106DF	October 15, 2004	October 16, 2004	Approval Required	52,387.85	80,145.40	52,296.82		
21096DC	September 15, 2004	September 16, 2004	Approval Final	80,145.40	16,253.74	80,054.57	Don Fitch	September 17, 2004
21088B7	August 16, 2004	August 17, 2004	Approval Final	16,253.74	39,711.36	16,162.71	Don Fitch	August 17, 2004
2107693	July 15, 2004	July 19, 2004	Approval Final	39,711.36	64,526.74	39,620.33	Don Fitch	July 20, 2004
210668E	June 15, 2004	June 16, 2004	Approval Final	115,447.32	167,754.81	64,435.71	Don Fitch	June 18, 2004
210564A	May 17, 2004	May 18, 2004	Approval Final	66,015.29	6,251.49	116,743.20	Don Fitch	May 19, 2004
21045C2	April 15, 2004	April 16, 2004	Approval Final	57,070.43	19,336.53	56,979.40	Don Fitch	April 20, 2004
210359E	March 15, 2004	March 16, 2004	Approval Final	19,336.53	45,786.57	19,245.50	Don Fitch	March 19, 2004
2102597	February 16, 2004	February 17, 2004	Approval Final	45,786.57	35,662.62	45,695.54	Don Fitch	February 20, 2004
2101594	January 15, 2004	January 16, 2004	Approval Final	35,662.62	77,580.44	35,571.59	Don Fitch	January 28, 2004
2112592	December 15, 2003	December 16, 2003		47,295.28	0.00	77,489.41		
2111590	November 17, 2003	November 18, 2003		30,285.16	124,139.12	30,194.13		
211058F	October 15, 2003	October 16, 2003		60,500.13	0.00	124,048.09		

Download Line Item Detail Download Transaction Level Detail




# PSI CERT. PROCESS - MANUAL

## Manual Certification

### Usage Instructions (1 - 11):

1. Login to  
PowerTrack
2. Select  
**Statements** menu  
item
3. Select **Summary  
Invoice** menu item

**PowerTrack**  
usbank. The Smart Currency™

Transactions Statements Reports Configuration Navigation

About PowerTrack

Welcome, **Summary Invoice**

2003 Conference  
General Info  
FAQ  
News Releases  
Privacy Pledge  
PowerTrack Connections

Business Partners

Certified Seller List  
Seller Certification

Training Opportunities

Buyer Training Schedule  
Seller Training Schedule  
Quick Reference Guide

Contact Information

email:  
powertrack@usbank.com  
phone:  
1-800-417-1844  
U.S. Bank  
www.powertrack.com


Get Your Computer Ready for the PowerTrack  
Release 2.7

This July, PowerTrack will add new and industry-leading accounting features as part of our upcoming system release, PowerTrack Release 2.7. This upgraded version of PowerTrack will allow users unparalleled control and automation of the expense classification process, enabling superior expense control throughout the payment cycle.

PowerTrack is designed to be easily accessible from standard versions of Microsoft® Windows® operating systems and Microsoft® Internet Explorer, using the most up-to-date technology available. To take advantage of the functionality coming in PowerTrack R2.7, you may need to upgrade your computer operating system and internet browser. Please forward these system requirements to your Information Systems staff to determine if your system needs to be upgraded.

Operating System Changes

If you use Microsoft® Windows® 95 or Microsoft® Windows® 98, you will need to upgrade your operating system to use PowerTrack R2.7. Because Microsoft no longer offers technology upgrades for these operating systems, they are not capable of supporting standard Internet technologies used in the PowerTrack environment. Also, Microsoft intends to discontinue support for Microsoft® Windows® NT 4.0 on June 30, 2003. You



Conference Details...

When: Tuesday, June 24 – Thursday, June 26, 2003

Where: San Francisco Marriott  
55 Fourth Street  
San Francisco, CA 94103

Registration Fee: \$495 per person



# ***PSI CERT. PROCESS - MANUAL***

**4.** The PowerTrack Account Number will populate automatically to the most current account selected based your user ID (if another account is desired – select the arrow in the drop down box to the right of the Account Number).

**5.** Click '**Submit**'

The screenshot displays the PowerTrack web application interface. The browser address bar shows the URL <https://www.powertrack.usbank.com/powertrack/>. The page header includes the PowerTrack logo, the tagline "The Smart Currency™", and the usbank logo. A navigation menu contains links for Transactions, Contracts, Statements, Reports, Configuration, Navigation, and Log Out. The main content area features a "Summary Invoice" form. The "Account:" field is populated with "4246054000001621 - MARINE CORPS BA" and includes a dropdown arrow on the right. Below the account field are "Submit" and "Cancel" buttons. Two blue arrows originate from the text in the yellow box on the left: one points to the dropdown arrow in the account field, and the other points to the "Submit" button. The bottom status bar shows the user "User: jquinnod1" and a system clock.



# PSI CERT. PROCESS - MANUAL

6. Select the Summary Invoice that requires certification (**"Approval Required"**) by clicking the Summary Invoice Number.

7. Click the detail button from the menu bar to view detail

The Smart Currency™  
USbank. Transactions Contracts Statements Reports Configuration Navigation Log Out

Summary Invoice List  
Account: 424605400001621 - MARINE CORPS BA  
Currency: USD - US Dollar

Back Jump Search Detail Edit Save Downl Print Refrest

Invoice Number	Cycle Date	Availability Date	Status	Summary Invoice Amount	Payments	New Balance	Approver Name	Approval Date
			Open					
1621106D	October 15, 2004	October 16, 2004	Approval Required	52,387.85	80,145.40	52,296.82		
1621096D	September 15, 2004	September 16, 2004	Approval Final	80,145.40	16,253.74	80,054.37	Don Fitch	September 17, 2004
1621086B	August 16, 2004	August 17, 2004	Approval Final	16,253.74	39,711.36	16,162.71	Don Fitch	August 17, 2004
16210769	July 15, 2004	July 19, 2004	Approval Final	39,711.36	64,526.74	39,820.33	Don Fitch	July 20, 2004
1621066E	June 15, 2004	June 16, 2004	Approval Final	115,447.32	167,754.81	64,435.71	Don Fitch	June 18, 2004
16210564	May 17, 2004	May 18, 2004	Approval Final	66,015.29	6,251.49	116,743.20	Don Fitch	May 19, 2004
1621045C	April 15, 2004	April 16, 2004	Approval Final	57,070.43	19,336.53	56,979.40	Don Fitch	April 20, 2004
16210359	March 15, 2004	March 16, 2004	Approval Final	19,336.53	45,786.57	19,245.50	Don Fitch	March 19, 2004
16210259	February 16, 2004	February 17, 2004	Approval Final	45,786.57	35,662.62	45,695.54	Don Fitch	February 20, 2004
16210159	January 15, 2004	January 16, 2004	Approval Final	35,662.62	77,580.44	35,571.59	Don Fitch	January 28, 2004
16211250	December 15, 2003	December 16, 2003		47,295.28	0.00	77,489.41		
16211159	November 17, 2003	November 18, 2003		30,285.16	124,139.12	30,194.13		
16211058	October 15, 2003	October 16, 2003		60,500.13	0.00	124,048.09		

Download Line Item Detail Download Transaction Level Detail



# PSI CERT. PROCESS - MANUAL

8. Click the print button to print the Summary Invoice for manual certification and signature.

PowerTrack		The Smart Currency™	
usbank.		Transactions	Contracts Statements Reports Configuration Navigation Log Out
2200****M5405004CB4MCG9*AA*067443**2D*		Back	Jump Search Detail Edit Save Download Print Refresh
17**20042004*1106*27A0***00264*M00264*3TRANSCBMCC3***M00264*			
2200****M2040904CB4MCC3*AA*067443**2D*			
17**20042004*1106*27A0***67353*M67353*3TRANSCBMCB7***M67353*	18	4,329.92	
2200****M9300404CB4MCB7*AA*067443**2D*			
17**20042004*1106*27A0***67353*M67353*3TRANSCBMCB7***M67353*	1	72.37	
*2200****M9300404CB4MCB7*AA*067443**2D*			
17**20042004*1106*27M0***00264*M00264*3TRANSCBMCD5***M00264*	6	660.36	
2200****M8303804CB4MCD5*AA*067443**2D*			
17**20042004*1106*27M0***00264*M00264*3TRANSCBMCD6***M00264*	5	134.53	
2200****M9543004CB4MCD6*AA*067443**2D*			
17**20042004*1106*27T0***00027*M00027*02704CB4MFAK***000000*4*	19	18,186.80	
*2200****M0002704CB4MFAK*AA*067443**2D*			
17**20042004*1106*27T0***00027*M00027*02704CB4MMT1***000000*4*	1	4.75	
*2200****M0002704CB4MMT1*AA*067443**2D*			
17**20042004*1106*27T0***00027*M00027*PF004PF0MGKW***000000*4*	56	14,202.98	
*2200****M0002704CB4MGKW*AA*067443**2D*			
	117	39,281.22	

Accounting Codes requiring online / electronic certification.

Accounting Codes requiring manual certification.

Manually Billed Accounting Codes	Occurrences	Amount
*****TextLOA*****/.....AQ		
AR,*AQAR	1	530.00
NP*****MFAK*MFAK	7	5,469.38
NP*****MCD6*MMT1	1	188.78
NP*****MMT1*MMT1	3	84.70
NP*****MFAK/.....*	1	1,919.31
NP*****AVDS/.....*	1	1,793.60
NP*****/.....MCB6,*	1	1,008.41
MCB6		
NP*****/.....A4MP,*	1	1,944.97
A4MP		
NP*****M4JP/.....*	2	167.48
	18	13,106.63

## PowerTrack Fees

No Current Fees

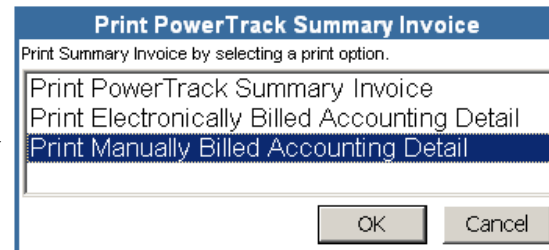


# ***PSI CERT. PROCESS - MANUAL***

**9. Select “Print Manually Billed Accounting Detail” print option / view and click OK. It is **very important** that the CO only certifies the manually billed detail on the paper copy of the invoice to avoid duplicate payments by DFAS.**

**10. Sign the Manual Section of the Summary Invoice to Certify.**

**11. Mail the certified manual portion of the Summary Invoice to DFAS Commercial Pay.**



**NOTE: After selecting OK a warning box will appear indicating “This page is best printed using landscape” - Select OK**





# ***PERSONAL PROPERTY ISSUES***

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- February 3, 2005, DoD mandated the use of PowerTrack for all personal property moves
- Currently, 37 sites are using the PowerTrack Payment Network with more to be rolled out in the coming months

- See Federal Register, Vol. 70, No. 22/Thursday, February 3, 2005,

Notices for more details  
HQMC, LPD POCs:

- |  |  |
|--|--|
| • Mr. Robert<br>Butherus<br>(725) 695-<br>7762/7765/8072<br>DSN 225-7762<br>robert.butherus@usm<br>c.mil | • Mr. Mark Edwards<br>(725) 695-7762/7765/8072<br>DSN 225-7762<br><br>mark.a.edwards5.ctr@usm<br>c.mil |
| • Mr. Willie County<br>(725) 695-  |  |



# ***SYSTEM HELPDESK POCS***

---

- CMOS Help
  - General system problems
    - Duty Hours 24/7
    - (334) 416-5771
    - DSN 596-5771
    - ssg.swcd.ceds@gunter.af.mil
- Missing transactions in CMOS
  - Mr. Gordon Allbritton
    - (334) 416-2067
    - DSN 596-2067
    - Gordon.allbritton@gunter.af.mil
- PowerTrack Help
  - (800) 417-1844
  - customer.support@powertrack.com
- SABRS Help
  - sabrshelp@hqmc.usmc.mil
- Tracker Help
  - Duty Hours (EDT)
  - (937) 257-6883
  - DSN 787-6883
  - Mr. John Rhodes
    - (937) 257-6883
    - DSN 787-6883
    - john.rhodes@wpafb.af.mil
- DAASC Help
  - Ms. Jennifer Taulbee
    - jennifer.taulbee@dla.mil
  - EDI HelpDesk
    - edi@daas.dla.mil



# ***HQMC POCS***

---

- Functional Transportation Policy
  - TBD
  - LPD-2
  - (703) 695-7930 ext. 2464
  - DSN 225-7930
- Functional Financial Policy
  - CWO3 Steve Lawhorn
  - RFA
  - (703) 614-2290
  - DSN 224-2290
  - LawhornSF@hqmc.usmc.mil
- PT User Accounts/Issues
  - Mr. Jonas Baranauskas
  - LPD-2 (IBM)
  - (703) 695-7930
  - DSN 225-7930
  - powertrack2@hqmc.usmc.mil
- Technical Issues
  - Mr. Richard Morrow
  - LPD-1
  - (703) 695-7930
  - DSN 225-7930
  - Richard i morrow@usmc.mil